



# **INSTITUTIONAL REVIEW BOARD REQUIREMENTS**

## **Washington State Healthy Youth Survey 2010**

### **Fundamentals of Research Ethics**

#### Primary concern

Participants should not be harmed by research (e.g., disclosure of potentially sensitive data, staff or passers-by recognizing the identity of a subject).

#### Principles essential to the ethical conduct of research with humans

Established in the *Belmont Report* (1979), prepared by the National Commission of the Protection of Human Subjects of Biomedical and Behavioral Research, at the request of the Secretary of the Department of Health and Human Services.

- Autonomy (respect for persons): Individuals should be treated as autonomous agents. Persons with diminished autonomy may need additional protections. Participants must enter into research voluntarily and with adequate information (i.e., informed consent).
- Beneficence: Researchers must maximize potential benefits and minimize possible harm.
- Justice: Risks and benefits of research are to be distributed fairly and without bias.

#### For more information

<http://www.dshs.wa.gov/rda/hrrs/default.shtm>

### **Institutional Review Board (IRB) Requirements for the HYS 2010**

#### Parent Notification

Notify parents about the survey with the approved parent/student notification flyer by October 1, 2010:

- Mail the flyer home with essential forms or information at the beginning of the school year, or
- Send the flyer home with essential forms and information with students, or
- Mail the flyer as a stand-alone letter to parents.

You may also notify parents and students by additional methods (e.g., e-mail, school calendar, newsletter, reader boards, or electronic phone messages), but these methods DO NOT replace sending the required flyer as described above.

### Student Notification

Notify students about the survey by October 1, 2010:

- Post the approved parent/student notification flyer in a common school area, and
- Announce the survey in either a school assembly or in classrooms where it will be administered:
  - Remind students to read the flyer that was sent home to their parents.
  - Inform students they may also view a copy of the flyer in the office and give them the name of a person (such as the survey coordinator) to contact if they have any questions regarding the survey.
  - Inform students that a Spanish language version is available.
  - Repeat the announcement about the survey on the day prior to the survey.

You may also notify students by other methods (e.g., PA announcement, reader boards, posters, hand out extra copies of the notification flyer, or any other method that your school uses to communicate with students) but these methods DO NOT replace the required methods above.

### Web-based Notification

If your school maintains an active presence on the web, then post information about the 2010 HYS in a prominent location and include a PDF of the parent/student notification flyer or a link to it.

### Notify School Office Staff about the Survey

Place a copy of the parent/student notification flyer and the survey questionnaires in the school's main office for review by parents or students. Also provide a copy of the student opt out form.

Educate school's main office staff so they are aware of the survey, know where the notification flyer and surveys are, know how to respond to questions about the survey, and how to keep track of any students or parents who decline participation on the opt out form.

### Survey Coordinator Training

Survey coordinators are required to participate in an online training and submit a quiz.